



**LEOFF DISABILITY Board  
MEETING MINUTES  
December 21, 2016, 1:30 p.m.**

*SPECIAL MEETING*

Present: Don Chaney, Joan Durgin, Bob Rhode and Melissa Smith

Excused: Paul Berg

Staff: Leisha Copsy, Jennifer Gorsuch and Shawn MacPherson

**I. CALL TO ORDER**

Administrative Services Director Jennifer Gorsuch called the meeting to order at 1:00 p.m.

**II. APPROVAL OF THE MINUTES**

**It was moved by Council Member Smith, seconded by Council Member Chaney, to approve the meeting minutes of October 31, 2016. The motion carried unanimously.**

**III. OTHER BUSINESS**

A. Special Meeting Overview

City Attorney Shawn MacPherson gave the Board an overview of the guidelines associated with holding special meetings. MacPherson and Gorsuch responded to questions from the Board.

B. Selection of Chair and Vice-Chair

There was a brief discussion about the selection of Chair and Vice-Chair.

**It was moved by Board Member Rhode, seconded by Council Member Chaney, to nominate Council Member Smith for the position of Chairperson and Board Member Durgin for the position of Vice-Chairperson effective January 1, 2017, for a one year term expiring December 31, 2017. The motion carried unanimously.**

C. Review and Approval of Draft Rules and Procedures Manual

Gorsuch explained why the City of Camas created a LEOFF Disability Board.

Gorsuch reviewed the Draft Rules and Procedures Manual with the Board. Discussion ensued.

**It was moved by Council Member Smith, seconded by Board Member Durgin, to adopt the City of Camas LEOFF Board Rules and Procedures as drafted. The motion carried unanimously.**

D. Review and Approval of Draft Reimbursement Form

The Board reviewed the Draft Reimbursement Form and made recommended changes.

**It was moved by Council Member Chaney, seconded by Board Member Durgin, to adopt the City of Camas LEOFF Reimbursement Form as drafted with the proposed changes by the Board. The motion carried unanimously.**

E. Review and Approval of Draft Medicare Annual Reimbursement Form

Gorsuch reviewed the Draft Medicare Annual Reimbursement Form with the Board.

**It was moved by Board Member Durgin, seconded by Council Member Smith, to adopt the City of Camas LEOFF Medicare Annual Reimbursement Form as drafted. The motion carried unanimously.**

F. Delegation of Authority

The Board discussed delegating authority for some reimbursement claims to the Administrative Services Director.

**It was moved by Council Member Smith, seconded by Board Member Durgin, to delegate authority to the Administrative Services Director to authorize processing and payment of reimbursements claimed under Section VII, subsection 3 as outlined, as well as the Medicare Part B reimbursements. The motion carried unanimously.**

G. Open Public Meetings Act (OPMA) Training

Gorsuch gave the Board an overview regarding the Open Public Meetings Act (OPMA) training that is required and explained the various training options available.

#### H. Meeting Material Dissemination Discussion

After a brief discussion, the Board concluded that receiving the agenda material through an email would be sufficient. A link to the City's website will also be included in the email.

There was also discussion about when future meetings would be held. The Board will normally meet quarterly. If there is business that requires Board approval or a need to meet sooner, then a meeting will be scheduled. There could also be a change to the proposed schedule in the future.

#### **IV. ADJOURNMENT**

The meeting adjourned at 2:05 p.m.